REVIEW EMPLOYER ACCOUNTS/PAYMENT ACCOUNT SUMMARY

Introduction

This section of the document will show how an authorized user can search and review the payment account summary for the assigned employer accounts.

Step-by-Step Instructions:

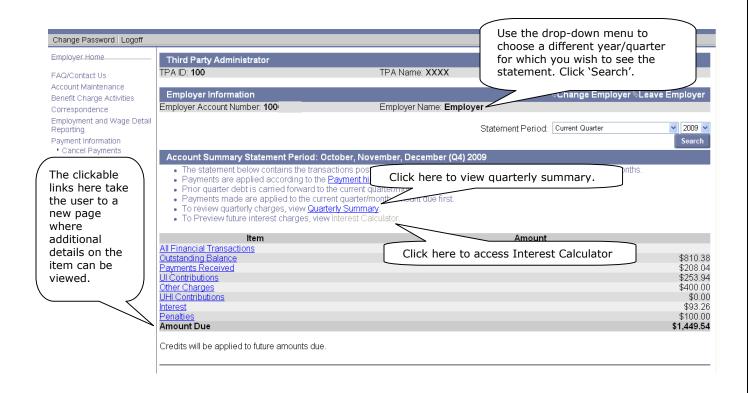
- 1. Navigate to the payment home page using the instructions provided in the section 'Navigating to payments'.
- 2. Click on the link 'Review Employer Accounts'. The following page will appear. Enter your search criteria and click on 'Search'.



3. The following page will appear, displaying the employer accounts you searched for along with the payments due details for the current quarter and total amounts due. Click on the employer name to view additional details on the payments due and to view the quarterly account summary page.



4. The payment account summary for the employer account will appear as shown below.



Viewing Quarterly Summary: The quarterly summary page can be viewed using the link shown in step 4. The page will appear as shown below. This provides a summary view of contributions, payments etc. due for chosen quarter only. The difference from the account summary statement is that it does not include balances due from previous quarters.



TPA User Guide

Interest Calculator: The interest calculator can be accessed as shown in step 4. The page will appear as shown below. On this screen, the user will be able to calculate the interest due on all outstanding balances. (Interest cannot be calculated for a past/future quarter for which contribution calculations do not exist already).

